

**U.S. Department of State**  
**Request for Proposals**

**Program Office:** Bureau of International Security and  
Nonproliferation, Office of Cooperative Threat  
reduction Programs (ISN/CTR)  
**CFDA Program Number:** 19.033  
**Funding Opportunity Title:** Implementation of Law Enforcement Trainings on  
Preventing of Chemical Weapons Attacks  
**Announcement Type:** Cooperative Agreement  
**Funding Opportunity Number:** S-ISNCT-14-RFP-005  
**Deadline for Applications:** July 25, 2014

**ELIGIBILITY**

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the tax code and educational institutions.

**Cost Sharing or Matching**

This project does not require cost sharing.

**Other Special Eligibility Criteria**

Not Applicable.

**CONTACT INFORMATION**

For assistance with this solicitation, please contact:

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**I. EXECUTIVE SUMMARY**

The U.S. Department of State's Office of Cooperative Threat Reduction (ISN/CTR) is pleased to announce a new funding opportunity through this Request for Proposals (RFP). ISN/CTR invites U.S.-based educational institutions to submit proposals to implement training curriculum in multiple countries for international law enforcement on the subject of prevention and deterrence of chemical attacks. ISN/CTR has approximately \$2.2 million available to fund this project.

**II. BACKGROUND & PROJECT DESCRIPTION**

The Office of Cooperative Threat Reduction (CTR), part of the Department's Bureau of International Security and Nonproliferation (ISN), sponsors foreign assistance activities funded by the Nonproliferation, Anti-terrorism, Demining and Related Programs (NADR) account, that focus on mitigating proliferation risk in frontline states and regions where the terrorist threat is on the rise, such as the Middle East, South and Southeast Asia.

ISN/CTR administers the Chemical Security Engagement Program (CSP) as part of the CTR portfolio to strengthen global chemical security practices and prevent the intentional misuse of chemical expertise and material. Since its inception in 2007, CSP has expanded its scope, countries of engagement, and funding commitment – allowing it to undertake a variety of activities that contribute to promoting chemical security for a safer world.

CSP's primary objective is to build the capacity of our foreign partners to prevent chemical attacks, including strengthening partner governments' ability to detect and prevent non-state actors from developing chemical attack capabilities. CSP also emphasizes the implementation of sustainable engagements that support the independent promotion of chemical security within partner countries. While sustainability may take a variety of forms depending on the specific needs of each CSP partner country and the scope of CSP engagement, it is a key consideration when funding each project.

To advance this mission, ISN/CTR has identified a need to implement training for international partner law enforcement investigation personnel on the prevention and deterrence of chemical attacks. The purpose of this cooperative agreement is to implement training that would be appropriate for international audiences on how to recognize, investigate, and report potential attack plots involving chemical warfare agents.

The Recipient shall leverage relevant subject matter experts and, whenever possible, existing curricula to train law enforcement professionals on issues pertaining to chemical threats. The Recipient must ensure that the curriculum and training materials are applicable to an international audience and that the training materials are sensitive to the cultural values, as well as the technical needs of each foreign audience. Upon completion of the training program, participants should be able to accomplish the following:

- Identify locally available chemical precursors, materials, and equipment commonly used in chemical agent production;
- Understand the difference between the equipment and chemicals used to produce chemical agents, versus illicit drugs;
- Recognize signatures of chemical agent production and testing; and
- Employ terrorism prevention and deterrence techniques, such as liaising with businesses that possess dual-use materials, building awareness of suspicious pre-attack indicators and the need to report them, and conducting field interviews based on suspicious incident reports.

It is desirable that the Recipient have demonstrated experience conducting national scale curricula development, training, and other projects within the areas of WMD, and counter-terrorism; possess curriculum and faculty to train law enforcement entities on identifying, preventing, deterring, and potentially disrupting terrorist acts involving chemical weapons; and demonstrated experience implementing training for international audiences. Proposals with complementary training curriculum on biological attack prevention will be viewed favorably.

### Objectives

ISN/CTR expects that the following will have been accomplished at the cooperative agreement's conclusion:

- Build awareness of chemical threats among law enforcement investigation personnel in CSP partner governments;
- Enhance CSP partner government law enforcement personnel' capacity to identify and follow up on local signs of chemical attacks in preparation to increase the likelihood that they may disrupt chemical attack in development - before they can be carried out; and
- Foster the development of proactive law enforcement measures to prevent and deter chemical attacks through greater cooperation with U.S and international authorities on investigating chemical attack cases and illicit sales of weaponizable chemicals and/or related materials.

The Recipient shall coordinate course scheduling and the number of spots reserved for international participants with ISN/CTR's Grants Officer's Representative (GOR).

### Other Project Requirements

The specific content and duration of the certificate program will be determined in coordination with ISN/CTR's GOR. Any course materials developed with ISN/CTR funding will be made available for future distribution to academics from selected countries to further broaden the audience and the impact of CSP assistance.

The recipient shall, in coordination with CSP identify and handle all logistical arrangements for executing this project, including (but not limited to) securing a training venue, facilitating the participation of international participants, and any other incidental logistical considerations. It is essential that the grantee advocate U.S. and international best practices for chemical attack prevention and deterrence. Though U.S. best practices specifically need not be utilized, the content presented must at least meet minimum U.S. standards.

For additional information on ISN/CTR and CSP, please visit: [www.csp-state.com](http://www.csp-state.com); and <http://www.state.gov/t/isn/58381.htm>.

### **III. ELIGIBILITY REQUIREMENTS**

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the tax code and educational institutions.

Applicants are not required to propose funding from other donors. However, applications that include additional in-kind and/or cash contributions from third party sources will be more competitive, since cost-sharing reflects increased commitment to the overall project and demonstrates greater cost effectiveness.

All potential applicants should be knowledgeable of existing programs in the proposed countries/regions, including those funded by the U.S. Government, in order to avoid duplication of effort.

### **IV. APPLICATION AND SUBMISSION INFORMATION**

**Award Period:** 12 months, though longer periods of performance will be considered on a case-by-case basis.

**Award Amount:** Approximately \$2.2 million is available during the current fiscal year.

**Application Submission Process:** Applicants should submit project proposals—using the supplied template—electronically using Grants.gov. Thorough instructions on the Grants.gov application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. For questions about this solicitation, contact:

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Phone: 202-647-7551

**Application Deadline:** All applications must be submitted on or before July 25, 2014, 11:59 p.m. Eastern Standard Time (+5 GMT). Applications submitted after 11:59 p.m. will be ineligible for consideration. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

All applicants must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) Obtain a

Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711; (2) Register with Central Contractor Registry (CCR); (3) Register yourself as an Authorized Organization Representative (AOR); and (4) Be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). Please note that your CCR registration must be renewed annually. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

**Application Content:** Applicants must follow the RFP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the U.S. government is prescribed on 18 U.S.C.1001.

The completed submission must consist of the following three parts:

**Section 1 - Application for Federal Assistance (SF-424):**

This form can be found on-line at: <http://apply07.grants.gov/apply/FormLinks?family=15>

**Section 2 – Project Proposal(s):**

Using the provided template, the applicant must submit a completed project proposal for each discrete activity it would like considered. The completed proposal form must be submitted in its entirety and clearly specify the proposed activity's country or countries of impact, nonproliferation objective, scope, deliverables, timeline, and sustainability. Applicants must specify a point of contact for each project that is proposed.

**Section 3 - Budget:**

Also using the proposal template, applicants must provide a budget for each project. The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories:

- Personnel and fringe benefits;
- Travel;
- Equipment and supplies;
- Contractual services;
- Construction;
- Other direct costs; and
- Indirect costs.

Applicants must adhere to the requirements of the Federal Travel Regulation (FTR), including Fly America Act requirements, when proposing and conducting travel. For further information and current foreign per diem rates, please visit:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78b](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78b)

## **V. AWARD SELECTION CRITERIA**

Applicants should note that the following criteria serve as a standard against which all applications will be evaluated and present significant considerations that should be addressed in all proposals. ISN/CTR will award a cooperative agreement to the applicant whose offer represents the best overall value to the government from both a technical and cost perspective.

ISN/CTR will evaluate proposals against the stated criteria. Criteria are listed in descending order of importance.

- **Proposed Activity or Activities:** Applicants should describe what they propose to do and how they will do it. The proposed project(s) must directly relate to meeting the specified objectives, and applicants should include information on how they will measure effectiveness. ISN/CTR will evaluate the project proposal in terms of how well it addresses the issues at hand, relevance and feasibility of the proposed activities, the timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the grant period.
- **Organizational Capability:** Proposals should demonstrate the applicant's ability to develop and implement programs that promote international best practices in the area of chemical security. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. In addition, applicants should describe how and with whom they will collaborate to meet project goals. The proposal(s) must identify all key partners and organizations that will be involved in this project. Moreover, proposals should indicate whether existing curricula or training materials can be leveraged for the purposes of executing the proposed tasks.
- **Geographic Focus:** Preference will be given to projects that advance CSP's mission in priority countries and regions. In addition to demonstrating an awareness of how the proposed project would complement existing chemical security activities taking place in these countries and regions, organizations must demonstrate an ability to implement their project in the proposed country or countries.
- **Budget:** Proposed costs will be evaluated for feasibility, fiscal control practices, and efficiency. ISN/CTR must be able to determine that proposed costs are reasonable, allowable, and allocable to the proposed project activities. ISN/CTR will evaluate the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circulars A-122 and/or A-21, and if the costs are consistent with the program narrative.

## VI. AWARD ADMINISTRATION INFORMATION

**Award Notices:** The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified of ISN/CTR's award decision within 60 days after the proposal submission deadline.

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

**Reporting Requirements:** As a cooperative agreement, reporting and deliverable requirements for this project exceed those of typical grants administered by ISN/CTR. Applicants should pay special attention to these enhanced reporting and deliverable requirements. Specifically:

- Using a template provided by ISN/CTR, the Recipient shall submit quarterly progress reports to the designated Grants Officer Representative (GOR) detailing:
  - Assistance activities conducted during the reporting period;
  - Milestones and successes achieved to date;
  - Key assistance activities remaining to be implemented with a projected timetable;
  - Details of any problems encountered with proposed solutions; and
  - Any other pertinent information.
- The Recipient shall provide the GOR with copies of all materials developed under this cooperative agreement.
- In addition to regular quarterly reports, the Recipient shall furnish the GOR with ad hoc reports as requested from time to time.

In addition to the above, the Recipient shall submit quarterly financial reports throughout the project period. Financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period

## **VII. DISCLAIMER**

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.